

## Request for Proposals (RFP)

### Internal Impact Assessment of LEDP Phase 1

Helvetas Georgia invites interested research companies/research teams to provide services as described below.

#### 1. Contract description

The Local Economic Development Project in Georgia (LEDP) is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by HELVETAS Swiss Intercooperation and WINS Global. Phase 1 runs from December 2023 to November 2026, working in Guria, Samegrelo-Zemo Svaneti, Kvemo Kartli and at national level with relevant public institutions.

LEDP applies a Market Systems Development (MSD) approach, seeking to facilitate sustainable changes in the behaviour, capacities, relationships, incentives and practices of market-system actors rather than primarily delivering services directly. Its Monitoring and Results Measurement (MRM) system is aligned with the DCED Standard for Results Measurement. The Impact Assessment (IA) should therefore apply an MSD/DCED lens by tracing intervention result chains, testing key causal links and assumptions, assessing behavioural and institutional change, examining LEDP's contribution and additionality, and considering sustainability and prospects for wider/systemic change.

Phase 1 includes sector-focused interventions in Wine in Kvemo Kartli, Tea in Guria, and Tourism around Kolkheti National Park, as well as national-level work supporting the National Association of Local Authorities of Georgia (NALAG) to strengthen LED coordination between local and national levels. The IA is an internal assessment rather than an independent external evaluation. LEDP has developed the core methodology, intervention-specific assessment plans, proposed sampling, result pathways and draft data-collection tools.

The LEDP intends to engage a qualified research team/company to review and practically adjust the methodology where necessary, translate and adapt the tools into Georgian, plan and conduct fieldwork in close coordination with LEDP, analyse and consolidate the evidence, develop case studies, and prepare a primary internal impact assessment report.

The required services are listed in detail in the Terms of Reference.

#### 2. Timetable

|                                                                                                                                                    | Due DATE   |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Inquiries from interested bidders to email <a href="mailto:procurement.geo@helvetas.org">procurement.geo@helvetas.org</a>                          | 14.09.2026 |
| Answers to inquiries via email <a href="mailto:procurement.geo@helvetas.org">procurement.geo@helvetas.org</a>                                      | 16.09.2026 |
| <b>Deadline</b> for submitting offers to email account <sup>1</sup> <a href="mailto:procurement.geo@helvetas.org">procurement.geo@helvetas.org</a> | 20.09.2026 |

#### 3. Nature of the contract

Service contract.

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<sup>1</sup> Any application received after this deadline will not be considered.

#### 4. Negotiations

Helvetas Georgia reserves the right to enter into negotiations with all or part of eligible research companies/research teams in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

#### 5. Eligibility

Research companies/research teams should be registered in Georgia.

#### 6. Costs for preparing offers

No costs incurred by the research company/research team in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the research company/research team, including the costs incurred during negotiating and interviewing process.

#### 7. Sub-contracting

Sub-contracting to another legal person is not allowed.

#### 8. Provisional commencement date of the service contract

September 2026

#### 9. Initial period of execution and possible extension of the service contract

Services are to be provided between September 2026 to November 2026.

#### 10. Evaluation of offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below.

*The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective and its deliberations are held in virtual or in person session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the research companies/research teams who submitted the offer nor to any party other than Helvetas Georgia.*

#### Eligibility criteria

Only the research companies/research teams that provide signed Eligibility Documentation Form (See ELIGIBILITY DOCUMENTATION attached as an annex) will be processed for evaluation.

#### Evaluation criteria of eligible offers

##### Criteria for evaluation of the Technical offer

| Requirements                                                       | Documentary evidence                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Technical Understanding of the Assignment and Proposed Workplan | <ul style="list-style-type: none"> <li>✓ Assignment Implementation Proposal, demonstrating understanding of the internal Impact Assessment, MSD/DCED lens and the role of the research team in operationalising rather than independently redesigning the Project methodology.</li> <li>✓ Detailed draft work plan on inception, translation/adaptation, fieldwork, transcription/data organisation, analysis and reporting</li> </ul> |

|                                                            |                                                                                                                                |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 2. Bidder profile/Experience/Relevant research assignments | Bidder profile, along with a list and one sample of similar projects implemented and previous contractors' contact information |
| 3. Proposed Team (qualifications and capacity)             | CVs of key personnel                                                                                                           |

The research companies/research teams that do not pass the technical evaluation (min 50% of technical evaluation scoring) may not be processed for further evaluation.

Criteria for evaluation of the financial offer:

| Requirements    | Documentary evidence                  |
|-----------------|---------------------------------------|
| Financial offer | Financial offer in Swiss francs (CHF) |

The weighting of the criteria for evaluation of technical and financial offers is as follows:

| Criteria                                                          | Max points |
|-------------------------------------------------------------------|------------|
| <b>Technical offer</b>                                            | <b>70</b>  |
| ➤ Technical Understanding of the Assignment and Proposed Workplan | 30         |
| ➤ Bidder profile/Experience/Relevant research assignments         | 25         |
| ➤ Proposed Team (qualifications and capacity)                     | 15         |
| <b>Financial offer</b>                                            | <b>30</b>  |
| <b>Total maximum score</b>                                        | <b>100</b> |

Following the evaluation of offers, the Service Contract will be awarded to the technically and economically most advantageous offer based on the above criteria. Helvetas Georgia reserves the right to contract only part of required services or cancel this procedure should it not be satisfied with the quality of offers.

## 11. Submission of offers

Offers must be submitted via email only in electronic format in two separate files (Technical Offer & Financial Offer).

**The Technical Offer file** shall contain:

### 1. Signed Eligibility Documentation Form – as per ELIGIBILITY DOCUMENTATION part.

#### *For a bidder research company*

- a valid registration certificate, preferably recently updated, issued by the National Agency of Public Registry ([www.napr.gov.ge](http://www.napr.gov.ge)); and
- a Tax Administration Certificate issued by the Revenue Service ([www.rs.ge](http://www.rs.ge)) confirming that the company has no outstanding tax liabilities.

#### *For a bidder research team*

- If registered as an individual entrepreneur: a valid registration certificate, preferably recently updated, issued by the National Agency of Public Registry ([www.napr.gov.ge](http://www.napr.gov.ge))
- If registered as a natural person with active taxpayer status: a document generated by the Revenue Service confirming the person's active status ([https://www.rs.ge/TaxPayersRegistry?utm\\_source=chatgpt.com](https://www.rs.ge/TaxPayersRegistry?utm_source=chatgpt.com))

### 2. Technical offer – as per Criteria for evaluation of the technical offer table above

- Assignment Implementation Proposal and Detailed Draft Workplan

- Bidder profile, along with a list of and one sample of similar projects implemented and previous contractors' contact information
- CVs of proposed team key personnel

The name of the file should have the bidder's name, Reference No: HSIG/LEDP/2026/NA/3Q/RFP-013 and the text 'Technical offer documents' (*for example **My Company HSIG/LEDP/2026/NA/3Q/RFP-013 technical offer documents***)

**The Financial Offer file** shall contain:

**1. Financial offer** – as per Criteria for evaluation of the financial offer table above.

The Financial offer must be presented in Swiss Francs (CHF). The fees proposed in this offer should be all inclusive; the contractor will cover all costs to perform their tasks. Helvetas Georgia is exempt from VAT, thus the fees offered should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the legislation of the country, if applicable.

The name of the file should have the bidder's name, Reference No: HSIG/LEDP/2026/NA/3Q/RFP-013 and the text 'Financial offer documents' (*for example **My Company HSIG/LEDP/2026/NA/3Q/RFP-013 financial offer documents***).

Electronic files should be password protected, different password for each file<sup>2</sup>. The bidders will be informed in advance once the evaluation date is confirmed so they can stay reachable on that date in order to provide the passwords. During the evaluation process the entitled purchasing panel member will reach out the bidder and ask for the passwords at the spot<sup>3</sup>.

The **subject of email** should contain only the RFP reference number (*for example **HSIG/LEDP/2026/NA/3Q/RFP-013***).

The body of the email should contain bidder's official name, address and telephone number.

Offers must be submitted in English language exclusively to the following email address: [procurement.geo@helvetas.org](mailto:procurement.geo@helvetas.org). Offers submitted after the deadline mentioned under point 2 Timetable of this RFP will not be considered. The counted official receipt time is the time showing on the email received from the bidder to [procurement.geo@helvetas.org](mailto:procurement.geo@helvetas.org).

## **12 Alteration or withdrawal of applications**

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of offers. No offer may be altered after this deadline.

Helvetas Georgia retains ownership of all offers, which have not been withdrawn. Consequently, research companies/research teams do not have the right to have their offers returned to them.

## **13 Validity of offers**

Research companies/research teams are bound by their offers for 30 days after the deadline for submitting them. In exceptional cases, before the period of validity expires, Helvetas Georgia may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

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<sup>2</sup> Offers received without password will not be considered for evaluation

<sup>3</sup> If the bidder is not reachable during the evaluation process, the offers will not be considered for evaluation

**14 Signature of service contract**

Within 2 days of receipt of the service contract already signed by the Helvetas Georgia, the selected research company/research team shall sign and date the service contract. Failure of the selected research company/research team to comply with this requirement may constitute grounds for annulling the decision to award the service contract. In this event, Helvetas Georgia may award the RFP to another bidder or cancel the RFP procedure.

**15 Terms of payments**

Helvetas Georgia is not a payer of value added tax (VAT). Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in GEL calculated in accordance with the official exchange rate of the National Bank of Georgia on the payment day within a maximum of 10 working days from the date of execution of services. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

**16 Terms of cooperation**

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas Georgia – Supplier purchase order or Helvetas Georgia – Service provider contract. Helvetas Georgia has the right to increase or decrease the number of ordered items. Helvetas Georgia has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas Georgia has the right to re-formulate the Request for Proposal (RFP) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas Georgia has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFP documents. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Helvetas Georgia signs a service contract with the winning bidder. The contract will come into force upon signature by both parties.

**17 Ethics clauses/Corruptive practices**

Research companies/research teams making false declarations may be subject to financial penalties representing 10% of the total value of the purchase order/contract being awarded. This rate may be increased to 20% in the event of a repeated offence. Any attempt by a research company/research team to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the Helvetas Georgia during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above. Research companies/research teams must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas Georgia reserves the right to suspend or cancel the RFP procedure and/or purchase order/contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Research companies/research teams will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a research company/research team which

has every appearance of being a front research company/research team. Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised. Helvetas Georgia reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, Helvetas Georgia may refrain from concluding the purchase order/contract and/or terminate the purchase order/ contract.

**18 Operational language**

All written communications for this RFP procedure and contract must be in English and/or Georgian.

**19 Additional information**

The conclusion of the RFP and the award of any contract are subject to the availability of funds. Helvetas Georgia reserves the right to annul this RFP procedure at any time, without any liability on its side.

**20 Annexes as separate files**